



SPECIAL EXCEPTION APPLICATION

Fact sheet for applicants

What is a special exception?

A special exception is a use that is generally compatible with other uses permitted in a zoning district, but something about its nature, such as its potential impacts on neighboring properties, means that it must receive special approval from the Board of Zoning Appeals before it is allowed.

When should I use this form?

Use this form if you would like to request a special exception from the Board of Zoning of Appeals. A meeting with Town's staff is required before you submit the form so that we can help you determine whether a special exception request is actually needed and answer your questions about the process of applying for one when it is necessary.

What is the cost?

The application fee is \$200.

- Be aware that if it is determined that a zoning or building permit is required, a fee may be required for that as well.

How can I submit this request?

- Stop by the Planning, Building & Zoning Department at 829 Pine Drive, Surfside Beach, SC 29575

What happens after I submit this request?

Before the meeting: Staff will place your request on the agenda of the next eligible meeting of the Board of Zoning Appeals, which usually will take place about 30 days from when you submit the application, but no more than 60 days after submittal. Generally, the meetings take place at 6:30 p.m. on the fourth Thursday of the month in the Town Council Chambers at City Hall—***be sure to ask staff for the exact day and time that your request will go to the Board.***

Staff will give public notice about your request as required by state law and the Zoning Ordinance by placing a legal ad in the newspaper about the request, posting the property with a public hearing notice sign for a minimum of 15 days prior to the meeting, and sending out notices about the request to property owners within 150 feet of the property.

Staff will provide a written report about the request to the Board members and will make the report available to the public through the Town's website. This report will contain information from the Zoning Ordinance regarding special exceptions and about whether the request meets the standards in the Zoning Ordinance for granting the request (which are paraphrased in the questions you will answer in this application). The report also will include your application and supporting documents.

During the meeting: During the Board of Zoning Appeals' meeting, staff will give a presentation about the request and answer any questions that the Board members may have about it. Then you will be given a chance to speak about why you are making the request and to explain why you believe it meets the standards for granting the request. Members of the public also will be allowed to speak about the request, so it usually is a good idea if you speak with your neighbors about what you are trying to do before the meeting. At the conclusion of the public hearing, the Board of Zoning Appeals will make a decision about whether to approve the application as requested, approve the application with conditions placed on it, or not approve the application. After that, there is a period of time after the ZBA meeting (usually approximately 30 days) when anyone may appeal the case to circuit court, so any work done during this time is at your own risk.

Please note: If the special exception is approved, you may still need to obtain other types of permits, such as a building permit, before you can use the property as desired.

Additionally, please note that if the Board approves it, the use would be required to comply with all other relevant City, State and Federal laws and regulations.

SPECIAL EXCEPTION APPLICATION

Plan Tracking # _____ Date Received: _____ Case # Z- _____

Please use additional paper if necessary, for example to list additional applicants or properties, or to elaborate on your responses to the questions about the request. You may handwrite your responses or type them.

PROPERTY INFORMATION

Street address of subject property: _____, Surfside Beach, SC 29575

Tax Map Number or PIN Number: _____

Property restrictions

Do any recorded deed restrictions or restrictive covenants apply to this property that would prohibit, conflict with, or be contrary to the activity you are requesting? For example, does your homeowners association or property owners association prohibit the activity or need to approve it first? **Yes** ____ **No** ____

If yes, please describe the requirements: _____

APPLICANT/PROPERTY OWNER INFORMATION

Applicant's name	Mailing address	Phone number	Email address

Are you the owner of the subject property? = Yes = No

If you are not the owner of the subject property, what is your relationship to it (e.g., have it under contract to purchase, tenant, contractor, real estate agent) _____

I certify that I have completely read this application and instructions, that I understand all it includes, and that the information in the application and the attached forms is correct.

Signature: _____ Date: _____

If you are ***not*** the owner of the subject property, the ***property owner*** must complete this box.

<p>Name of property owner: _____</p> <p>If property owner is an organization/corporation, name of person authorized to represent its property interests: _____</p> <p>I certify that the person listed in the person listed above has my permission to represent this property in this application.</p> <p>Signature: _____ Date: _____</p> <p>Preferred phone number: _____ Email address: _____</p> <p>Mailing address: _____</p>

INFORMATION ABOUT REQUEST

Please use additional sheets of paper if needed to explain the following questions.

1. Is in fact a use specifically listed as a special exception for the zoning district in which the use is intended?

2. Is consistent with the recommendations contained in the Surfside Beach Comprehensive Plan and the character of the underlying zoning district as indicated in the zoning district's "intent"?

3. Is compatible with existing uses in the vicinity and will not adversely affect the general welfare or character of the immediate community?

4. Adequate provision is made for such items as setbacks, buffering, and screening (including fences and/or landscaping) to protect adjacent properties (please be specific)

5. Will not result in nuisances or other adverse disturbances such as noise, odor, dust, vibrations, glare, overcrowding, or excessive traffic, in excess of what is anticipated for the zoning district or area?

6. When applicable, will be developed in a way that will preserve and incorporate important natural features (please be specific)

7. Complies with all applicable rules, regulations, laws, and the standards of the zoning ordinance?

8. Will not hinder or endanger vehicular traffic or pedestrian movements on adjacent streets. (Please be specific)
